



City of Pleasant Hill

Master Fee Schedule

Adopted by Resolution No. 40-15
June 6, 2016

Effective August 6, 2016

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* Not subject to annual CPI adjustment

City-wide Fees

Service/Application	Revenue Code	Legal Authority	Current Fee
Appeals		PHMC 18.130	
Appeal to City Council	01-4190		\$350
Appeal/Referral to any City Board or Commission	01-4190		\$300
Calls for Review	01-4190		\$0
Appeal of staff determination to City Manager	01-4190		\$0
Photocopies/Scanning		GC § 6253	
Paper Copies*	01-4990		\$.10 per page
Oversized Copies	01-4990		Actual cost
Maps*	01-4060		Actual cost
Document Scanning	01-4990		\$.08 per page
Documents saved to CD	01-4990		Actual cost (plus scanning fee, if applicable)
Duplication of Public Meeting Recordings			
Audiotape	01-4190		Actual cost
Videotape	01-4190		Actual cost
DVD/CD*	01-4190		Actual cost of DVD/CD/Flash drive
Notary Fee*	01-4190	GC § 8211	\$10
Automation Fee Surcharge (Accela)	01-4102	GC § 66014	7% of all permit fees

* Not subject to annual CPI adjustment

Planning Division

Authority for all Planning Division Fees: GC § 66014 and PHMC 18.75 plus authority cited

Note: A deposit for fees collected on an hourly basis may be collected at the outset of a project based on a reasonable estimate of the fees to be incurred

Service/Application	Revenue Code	Legal Authority	Current Fee
Use Permit		PHMC 18.95	
Minor For Outdoor Displays (with Planning Commission Hearing) For Outdoor Seating >12 For Reconstruction of a Legal Non-Conforming Use	01-4010		\$725
Minor For Live Entertainment – Type B For Propane Tanks – Up to 1,000 gallons For Outdoor Displays (with Zoning Administrator Hearing)	01-4010		\$435
Minor (all other)	01-4010	PHMC 18.95	\$144 per hour
Major	01-4010		\$144 per hour
Temporary	01-4010	PHMC 18.100	\$144
Adult Use	01-4010	PHMC 18.70	\$144 per hour
Variances		PHMC 18.110	
Minor	01-4010		\$826
Major	01-4010		\$1,424
Creek Setback Exception	01-4010	PHMC 18.50.150	\$826
Subdivisions – Tentative Tract Maps		PHMC 17.020.070 & 17.025; GC § 66451.2	
Minor	01-4020		\$144 per hour
Major	01-4020		\$144 per hour

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Current Fee
Lot Line Adjustment	01-4140	PHMC 17.020.070 & 17.05.050	\$144 per hour
Rezoning	01-4010	PHMC 18.125	\$144 per hour
General Plan Amendment	01-4010	GC § 65358	\$144 per hour
Architectural Review			
Master Sign Program & Program Amendments	01-4010	PHMC 18.105	\$144 per hour
Single Family Residential (use hourly rate for projects with multiple residences)	01-4010	PHMC 18.115	\$1,029
Non Single Family Residential	01-4010	PHMC 18.115	\$144 per hour
Study Session - Single Family Residential	01-4010		\$288
Study Session - Non Single Family Residential	01-4010		\$144 per hour
Sign Permits		PHMC 18.105	
Temporary Sign Permit*	01-4010		\$0
Sign Permit with approved Master Sign Program or other Sign Permit approved by Zoning Administrator	01-4010		\$144
Sign Permit (no Master Sign Program)	01-4010	PHMC 18.105	\$603
Development Plans	01-4010	PHMC 18.90	\$144 per hour
Planned Unit Development		PHMC 18.30	
Plan	01-4010		\$144 per hour
Amendment	01-4010		\$144 per hour
Zoning Permits		PHMC 18.85	
Over the Counter*	01-4125		\$0
Fences/Walls	01-4125		\$0
Accessory Structures (if	01-4125		\$50

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Current Fee
no Building Permit required)			
Change of Use	01-4125		\$50
Plan Check – Residential	01-4125		\$144 (collected with building permit fees) *\$144 per hour after first two hours of staff time
Plan Check- Commercial	01-4125		\$289 (collected with building permit fees) *\$144 per hour after first two hours of staff time
Zoning Information Letter (Residential)	01-4125		\$144
Zoning Information/Determination on Letter (Non-Residential)	01-4125		\$432
Zoning/Land Use Consultation or Pre-Application Review	01-4125		\$144 per hour (after 1 hour of staff time)
Large Family Daycare	01-4125		\$289
Wireless Telecommunication Projects Eligible for Streamlined Review	01-4125		\$725
Home Occupation Permits		PHMC 18.20	
Over the counter	01-4010		\$81
Public hearing required	01-4010		\$289
Reasonable Accommodation Request			
Over the Counter	01-4010		\$144
Public hearing required	01-4010		\$289
Minor Exceptions			
No public hearing	01-4010		\$435
Public hearing required	01-4010		\$826
Special Events Parades, Motion Pictures, Entertainment, etc.			\$144(\$144 per hour after 1 hour of staff time applicable as determined by the Special Event

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Current Fee
			Committee)
Block Party			\$111
Exempt Events			\$0
Tree Removal Permits	01-4010	PHMC 18.50.110	\$ 70 (\$144 per hour if more than five trees)
Annexations	01-4010	GC § 66014	\$144 per hour
Extensions of Approved Permit			
Use Permit	01-4010	PHMC 18.95	\$255
Variance	01-4010	PHMC 18.110	\$255
Architectural Review	01-4010	PHMC 18.115	\$255
Tentative Tract Map	01-4020	PHMC 17.25.080	\$522
Planned Unit Dev.	01-4010	PHMC 18.30	\$522
Rezoning	01-4010	PHMC 18.125	\$522
Development Plan			\$255
Sign Permit			\$72
Expedited Application Process at Applicant's Request	01-4010	GC § 66014; GC § 66451.1	Actual cost + 10%
Environmental Review		GC § 66014	
Negative Declaration	01-4010		\$144 per hour
Environmental Impact Report	01-4010		Actual cost + 10%
Consultant Services			Actual Cost + 10%
Fish & Wildlife Fees*	01-4010	Pub. Res. § 21089	
EIR*	01-4010		\$3,070
Negative or Mitigated Negative Declaration*	01-4010		\$2,210
Categorical Exemption Finding*	01-4010		\$50
Inclusionary Housing	01-4010	PHMC 18.20.060(G)	\$271,350 Per affordable housing unit not constructed
Note: 18.20.060 (G)2.d. fee adjusted (up to 3 years in a			

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Current Fee
row) by City Manager based on the percentage change in building Valuation Data published by International Code Council (not CPI).			
Shopping Cart Plan Review	01-4010	PHMC 7.35.060 (D)	\$144 per hour

* Not subject to annual CPI adjustment

Code Enforcement

Service/Application	Revenue Code	Legal Authority	Current Fee
Public Nuisance Abatement		PHMC 7.05, 7.10, 7.30	
Actual Costs/ Expenses of Abatement including but not limited to the following:			
Notice to Abate	01-4129		\$92
Re-inspection	01-4129		\$92 per inspection
Administrative Hearing	01-4129		\$0
Preparation of Abatement Warrant	01-4129		\$366
Abatement	01-4129		Actual cost + 30%
Cost of imposing lien	01-4129		\$79 + County charge (if any)
Additional staff administrative time not covered above	01-4129		\$92/hour + actual costs for Code Enforcement \$79/hour + actual costs for Finance employees
Non Nuisance Abatement Re-inspection			\$92 per inspection
Vehicle Abatement		PHMC 7.15	
Actual administrative abatement costs and expenses including but not limited to :			\$92/hour + actual costs
1 st inspection	29-3640		No charge
2 nd inspection	29-3640		\$92
Cost of Removal	29-3640		Actual cost + 30%
Confiscated Signs	01-4129	PHMC 18.60.100	\$41 per sign

* Not subject to annual CPI adjustment

Building Fees

Service/Application	Revenue Code	Legal Authority	Current Fee
Building Permit Fee (based upon project value)	01-3250	GC § 66014 PHMC 14.05.030 H&S § 17951 CBC § 108.4	
\$1-500			\$67
\$510-2,000			\$67 for the first \$500 plus \$4 for each additional \$100, or a fraction thereof, to and including \$2,000
\$2,001-\$25,000			\$93 for the first \$2,000 plus \$17 for each additional \$1,000, or a fraction thereof, to and including \$25,000
\$25,001-\$50,000			\$523 for the first \$25,000 plus \$12 for each additional \$1,000, or a fraction thereof, to and including \$50,000

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Service/Application	Revenue Code	Legal Authority	Current Fee
\$50,001-\$100,000			\$871 for the first \$50,000 plus \$9 for each additional \$1,000, or a fraction thereof, to and including \$100,000
\$100,001-\$500,000			\$1,327 for the first \$100,000 plus \$4 for each additional \$1,000, or a fraction thereof, to and including \$500,000
\$500,001-\$1,000,000			\$4,308 for the first \$500,000 plus \$6.0 for each additional \$1,000, or a fraction thereof, to and including \$1,000,000
\$1,000,001 and up			\$7,494 for the first \$1,000,000 plus \$5 for each additional \$1,000, or a fraction thereof
Building Plan Check Fee	01-3250	GC § 66014	80% of Building Permit Fee
Pre-plan review for projects valued over \$1,000,000			\$107 per hour

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Service/Application	Revenue Code	Legal Authority	Current Fee
Electrical Permits	01-3270	GC § 66014 PHMC 14.20.020 H&S 17951	16% of Building Permit Fee
Temporary power service			\$67
Minimum electrical permit (upgrade to existing system)			\$67
Mechanical Permits	01-3280	GC § 66014 PHMC 14.10.020 H&S 17951	12% of Building Permit Fee
Minimum mechanical permit (upgrade to existing system)			\$67
Plumbing Permit	01-3260	GC § 66014 PHMC 14.25.020 H&S 17951	14% of Building Permit Fee
Minimum plumbing permit (upgrade to existing system)			\$67
Re-Roofs	01-3250	GC § 66014	
Residential			\$92
Commercial (based upon project value)			See building permit fee
Photovoltaic System (Solar Panels)*			
Residential			\$235
Commercial			\$470
Title 24 Energy Inspections	01-3255	GC § 66014 CFR Title 24	
Underfloor Insulation			\$60
Wall and/or Attic Insulation			\$60
Plan Check for Title 24 Requirements			\$109 per hour

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Service/Application	Revenue Code	Legal Authority	Current Fee
Strong Motion Instrumentation Tax (SMI) (State of CA fee forwarded quarterly) *	01-2160	PRC § 2705	
Residential			
1 st \$7,215 in value			\$0.50
Each additional \$1,000 in value or portion thereof			\$0.07
Strong Motion Instrumentation Tax (Continued)			
Commercial			
1 st \$7,215 in value			\$1.00
Each addition \$1,000 in value or portion thereof			\$0.15
Building Standards Administration Special Revolving Fund (Green Building Fee)*		SB 1473	
\$1-\$25,000			\$1
\$25,001-\$50,000			\$2
\$50,001-\$75,000			\$3
\$75,001-\$100,000			\$4
Every \$25,000 or fraction thereof above \$100,000			Add \$1
Building Re-inspections	01-3240	GC § 66014; CBC § 108.8	\$109 per hour
Reinstatement of Expired Permit	01-3250	GC § 66014 CBC § 106.4.4	50% of original permit fee
30 Day Lock (City safety inspection before PG&E can turn on utilities)	01-3240	GC § 66014	\$67

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Service/Application	Revenue Code	Legal Authority	Current Fee
House Moving or Oversized Load	01-3390	PHMC 14.45	
Initial inspection fee		PHMC 14.45.030	\$109 per hour
Permit Fee		PHMC 14.45.040	\$702
Other		PHMC 14.45.090	Hourly rate for city personnel
General Plan Update Fee	01-4010	GC § 66014	0. 0.0021 of Construction Valuation
Consultant Services	01-4190		Actual Cost + 10%

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Engineering Services

Authority for all Engineering Services Fees: GC § 66014 plus authority cited.

Note: A deposit for fees collected on an hourly basis may be collected at the outset of a project based on a reasonable estimate of the fees to be incurred

Service/Application	Revenue Code	Legal Authority	Current Fee
Encroachment Permit Processing fee		PHMC 11.05.050 & PW Standards (Res. 87-00)	
Residential			
Sidewalk Repair by homeowner	01-3320		\$0
Curb and gutter repair by homeowner	01-3320		\$115 fee + \$115 per hour inspection (typically 2 hrs)
Curb drain installation	01-3320		\$115 fee + \$115 per hour inspection (typically ½ hr)
Driveway installation	01-3320		\$115 fee + \$115 per hour inspection (typically 3 hrs)
Fence in right-of-way (revocable)	01-3320		\$115 fee + \$115 per hour inspection (typically 1 hr)
Container in right-of-way (temporary)	01-3320		\$115 fee + \$115 per hour inspection (typically ½ hr)
Sewer lateral repair	01-3320		\$115 fee + \$115 per hour inspection (typically 2 ½ hrs)
Swimming pools (right-of-way inspection)	01-3320		\$115 per hour inspection (typically 2 hrs)
Service/Application	Revenue Code	Legal Authority	Current Fee
Commercial / Utilities			
Water District repair single service or hydrant	01-3320		\$115 fee + \$115 per hour inspection
Sewer District	01-3320		\$115 fee + \$115 per hour inspection
Banner	01-3320		\$115 fee

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Sidewalk repair	01-3320		\$115 fee+ \$115 per hour inspection
News Racks	01-3320	PHMC 7.40.040	\$115 per hour (maximum 3 hrs.)
Others			
Temporary Road Closures	01-3320		\$115fee + \$115 per hour inspection
Contractor working for City			\$0
Encroachment Permit Extension	01-3290	PHMC 15.10.080	\$115
Subdivisions		PHMC 17 & PW Standards (Res. 87-00)	
Final/Parcel Map Review	01-4140	PHMC 17.20.070 & 17.30.060	\$144 per hour
GIS Basemap Revision Fee*	01-4520	Contra Costa County Reso. 2007/12	\$111 per parcel
Certificate of Compliance	01-4140	PHMC 17.70.040	\$144 per hour
Subdivision Agreement Extension	01-3290	PHMC 17.20.070	\$263
Improvement Plans (Subdivisions, Redevelopment & Building Permits)		PHMC 17.35.050 & 17.20.070 & PW Standards (Res. 87-00)	
Plan Review & Amendments	01-4140		\$144 per hour
Service/Application	Revenue Code	Legal Authority	Current Fee
Inspection	01-4140		\$115 per hour
Inspection (overtime)	01-4140		\$173 per hour
Grading and Drainage Permit		PHMC 15.10.080 & PW Standards (Res. 87-00)	

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Plan Review & Amendments	01-3290		\$144 per hour
3rd Party Peer Review	01-3290		Actual cost + 10%
Geologically Active Sites	01-3290		15% surcharge
Inspection	01-3290		\$115 per hour
Inspection (overtime)	01-3290		\$173 per hour
Inspection (3rd Party Peer Review of Problem Areas)	01-3290		Actual cost + 10%
Grading Permit Extension	01-3290	PHMC 15.10.080	\$115
Floodplain Development Permit		PHMC 15.15.120	
Plan Review & Amendments	01-3290		\$144 per hour (typically 1 hr)
Inspection	01-3290		\$115 per hour (typically 1 hr)
Other			
Traffic Mitigation Fee*	06-4530	PHMC 5.55.050	
Single-family residential**			\$3,148 per unit
Multi-family residential**			\$2,524 per unit
Commercial**			\$8.138 per sf
Office**			\$6.919 per sf
Industrial**			\$2.552 per sf
**Note: For Other uses, Traffic Mitigation Fee is \$263 per-trip as estimated by Engineering Dept. See Municipal Code Section 5.55			
Service/Application	Revenue Code	Legal Authority	Current Fee
Engineering review Planning and Building Permits	01-4140		\$144 per hour
Grading / Improvement Permit Transfer Fee	01-3290		\$296
Abandonments / Sale of Excess Property	01-4510	Street & Highway Code § 8356	\$144 per hour
Easement Dedication (utility)	01-4140		\$144 per hour
Flood Zone Information			\$0
Written Report	01-4060		\$ 81
Survey, if authorized	01-4060		Actual Cost + 10%
Service/Application	Revenue Code	Legal Authority	Current Fee
Letter of Map Revision Amendment	01-4060		\$ 144 per hour
Segregation of	01-4140		Actual Cost +

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Assessments			\$144 per hour
Real Estate Disclosure Letter	01-4190		\$ 131
Consultant Services	01-4190		Actual Cost + 10%
Postage	01-4190		Actual Cost
Compost bin *	23-4070		Resident \$75 Nonresident \$100
Stormwater Facilities Inspection	01-4140	PHMC 15.05.080 (B)	\$144 per hour
Stormwater Quality & Erosion Control Inspection	01-4140		\$115 per hour (min. ½ hour per day)
Administrative Services			\$ 115 per hour
Other Permits			
Transportation* (House moving or oversize load)	01-4190	Vehicle Code § 35795(b)	\$17
Annual or Repetitive Permit	01-4190	Vehicle Code § 35795(b)	\$122

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Police Services

DOJ = CA Department of Justice

Service/Application	Revenue Code	Legal Authority	Current Fee
Bicycle Licenses		PHMC 10.30.010	
Original License	01-3220		\$3 or current DOJ fee*
Transfer of Ownership	01-3220		\$1 or current DOJ fee*
Alarm Permits	01-4110	PHMC 9.20.110	
User Permit Fee			\$65
User Permit Renewal Fee			\$34
False Alarm Response Fee			\$127
Concealed Weapons Permits		Penal Code § 26190	
Application	01-3390		\$149 + DOJ fee
Fingerprints	01-3390		See Fingerprints
Renewal	01-3390		\$39 + DOJ fee
Fingerprints		PHMC 2.50.040	
Resident	01-4110		\$31 + DOJ fee if applicable
Non-resident	01-4110		\$42 + DOJ fee if applicable
DUI Cost Recovery		Govt. Code § 53156	
Accident	01-4190		\$413
Vehicle Impound Release	01-3390	Vehicle Code § 22850.5	\$138
Massage Permits			
Massage establishment permit application fee	01-3390	Ord. 885 § 1, 2015 Resolution 7-15	\$238
Massage establishment permit renewal fee	01-3390	Ord. 885 § 1, 2015 Resolution 7-15	\$106

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Current Fee
Fingerprints	01-3390		See Fingerprints
Taxi Cab Permits			
Carrier permit	01-3390	PHMC 6.10.210	
Application	01-3390		\$342
Renewal (annual on anniversary date)	01-3390		\$138 for first taxi/ \$43 for each additional taxi
Late payment penalty	01-3390		20% of fee per month up to 100%
Driver Permit		PHMC 6.10.220	
Application	01-3390		\$39
Renewal (annual on anniversary date)	01-3390		\$31
Late payment penalty for renewals	01-3390		20% of fee per month up to 100%
Call box stand or open stand application	01-3390		\$690
Application to City Council for rate change	01-3390		\$342
Towing Services Permits		PHMC 6.35.040	
Owner/operator application processing	01-4110		\$367
Visa letters			
Resident	01-4110		\$31
Non-resident	01-4110		\$42
Weapons Dealers		Penal Code § 26850	
Application*	01-3390		\$105
Fingerprints	01-3390		See Fingerprints
Renewal (annual)	01-3390		\$41
Tobacco Retailer's License	01-3390	PHMC 9.45.270	\$75/hour (\$598 max)

* Not subject to annual CPI adjustment

City Clerk/City Manager

Service/Application	Revenue Code	Legal Authority	Current Fee
Annual Subscriptions (City Council, Redevelopment Agency, Planning Commission, Architectural Review Commission)		GC § 6253	
Agendas	01-4190		\$66 per year
Minutes	01-4190		\$66 per year
Copies of Municipal Code or Municipal Code Supplements	01-4190		Actual cost
Minute Orders			
First Page	01-4190		\$3
Each additional page	01-4190		\$2
Document Certification	01-4190		\$0.34 per page
Permits			
Bingo	01-3390	PHMC 6.40.040	Actual cost

* Not subject to annual CPI adjustment

Finance

Service/Application	Revenue Code	Legal Authority	Current Fee
Accounting Services			
Payroll Services	01-4100		2% of gross payroll
Service Charge on Refunds of Business License	01-4100	PHMC 5.05.220	\$30
Special Payrolls	01-4100		\$81
Copies of Business License List			
Comprehensive In-City List	01-4190		\$41
New Businesses Last 1-12 Months	01-4190		\$11
Copies of Printed Records			
Annual Budget- Line Item Detail	01-4190		\$41
Annual Financial Report	01-4190		Actual Costs
Permits			
Controlled Sales Permit	01-3390	PHMC 6.05.040	\$240
Peddlers Permit	01-3390	PHMC 6.15.060	\$81
Duplicate Business License	01-3150	PHMC 5.05.120	\$17
Finance Charge on Delinquent Invoice*	01-4100		1% per month
Returned Check Charges		Civil Code § 1719	
1 st Occurrence*	01-3430		\$31
Each additional occurrence	01-3430		\$45

* Not subject to annual CPI adjustment

Service/Application	Revenue Code	Legal Authority	Current Fee
Community Room – use of this room is limited to non-profit groups and government agencies only.		Resolution #33-05	
Refundable security deposit	01-3521		\$134

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